



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MEDICAL COMMAND  
2050 WORTH ROAD  
FORT SAM HOUSTON, TEXAS 78234-6000

REPLY TO  
ATTENTION OF

MCCS

07 OCT 2004

MEMORANDUM FOR Commanders, MEDCOM Regional Medical Commands

SUBJECT: Medical Evaluation Board (MEB)/Physical Evaluation Board (PEB)  
Referrals Using the DA Form 3349, Physical Profile

1. References.
  - a. AR 40-501, Standards of Medical Fitness, 12 Apr 04.
  - b. Department of Defense Instruction (DoDI) 1332.38, Physical Disability Evaluation, 14 Nov 96.
2. This memorandum establishes standardized procedures for using the DA Form 3349, Physical Profile, to refer Soldiers on active duty to an MEB who do not meet the required medical retention standards of AR 40-501.
3. Physicians who identify Soldiers with medical conditions not meeting the medical fitness standards for retention will initiate a DA Form 3349 referring them to the Physical Disability Evaluation System. The DA Form 3349 is used to record both permanent and temporary profiles. Commanders will ensure designated profiling officers are familiar with AR 40-501, Chapter 3, which lists the various conditions and physical defects that may render Soldiers unfit for further military service. The profiling officer will determine if a Soldier with a permanent profile meets retention standards of Chapter 3. Soldiers issued a permanent profile with a numerical designator of 3 or 4 in one of the physical profile factors are referred to either the Military Occupational Specialty/Medical Retention Board (MMRB) or the Physical Evaluation Board Liaison Officer (PEBLO) to initiate an MEB.
4. The MEB must be completed expeditiously; thus, the physical profile must be forwarded immediately to the PEBLO on the date of referral. The date the profiling officer signs the physical profile referring the Soldier to an MEB begins the Medical Command (MEDCOM) 90-day period within which the MEB process must be completed. The 90-day MEB processing metric measures the time from the date the physician signs the physical profile to the date the MEB is forwarded to the PEB. Evaluation of the processing timeliness of MEBs referred by the MMRB begins on the date the Soldier's packet is received at the military treatment facility from the MMRB

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Convening Authority. The DoDI 30-day MEB processing metric measures the time from the dictation of the narrative summary to receipt of the case at the PEB.

5. The Medical Evaluation Board Internal Tracking Tool (MEBITT) is the database system that provides the AMEDD with an automated capability to track and monitor the MEDCOM and DoD standards. The 90-day standard is the performance metric MEDCOM tracks using the MEBITT database. Adherence to the 90-day standard is reported to The Surgeon General on a quarterly basis.

6. Our point of contact for additional information on the MEB process is MAJ Dorris Varnado, Patient Administration Division, Assistant Chief of Staff for Health Policy and Services, (210) 221-6113, DSN 471-6113.

FOR THE COMMANDER:



JOSEPH G. WEBB, JR.  
Major General  
Chief of Staff